

# **UCM User Guide**

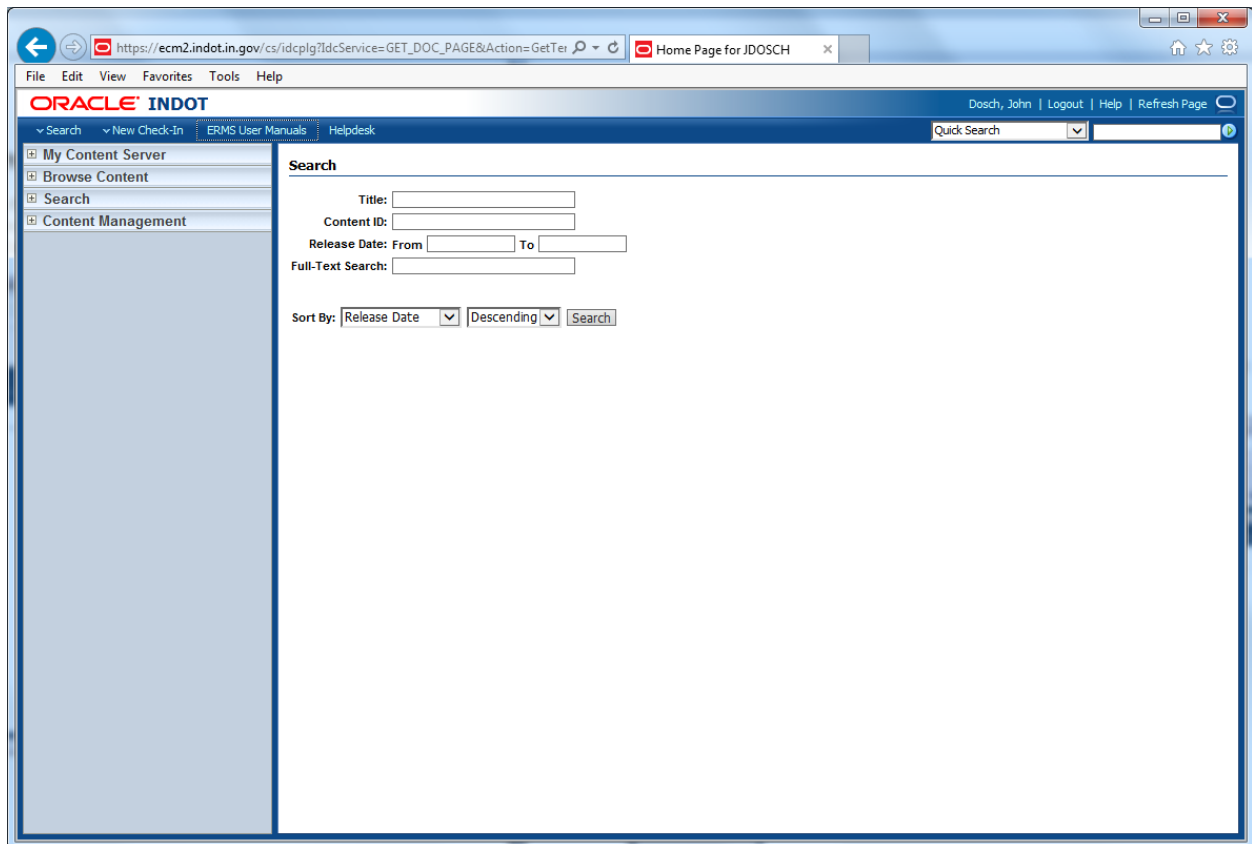
Version 1.2  
John Dosch  
Updated 06/09/2015

## **Table of Contents**

<b><u>How to get to UCM</u></b>	<b><u>Page 03</u></b>
<b><u>Checking in a Document</u></b>	<b><u>Page 04</u></b>
<b><u>Searching for a Document</u></b>	<b><u>Page 09</u></b>
<b><u>Prebuilt Search (Recommended Method)</u></b>	<b><u>Page 09</u></b>
<b><u>Default Page Search</u></b>	<b><u>Page 14</u></b>
<b><u>Quick Search</u></b>	<b><u>Page 15</u></b>
<b><u>Content Information Page</u></b>	<b><u>Page 16</u></b>
<b><u>Checking Out a Document</u></b>	<b><u>Page 18</u></b>
<b><u>Checking In a Checked Out Document</u></b>	<b><u>Page 20</u></b>
<b><u>Updating a Document</u></b>	<b><u>Page 24</u></b>
<b><u>Deleting a Document</u></b>	<b><u>Page 26</u></b>
<b><u>Appendix A: ERMS View</u></b>	<b><u>Page 27</u></b>

## How to get to UCM

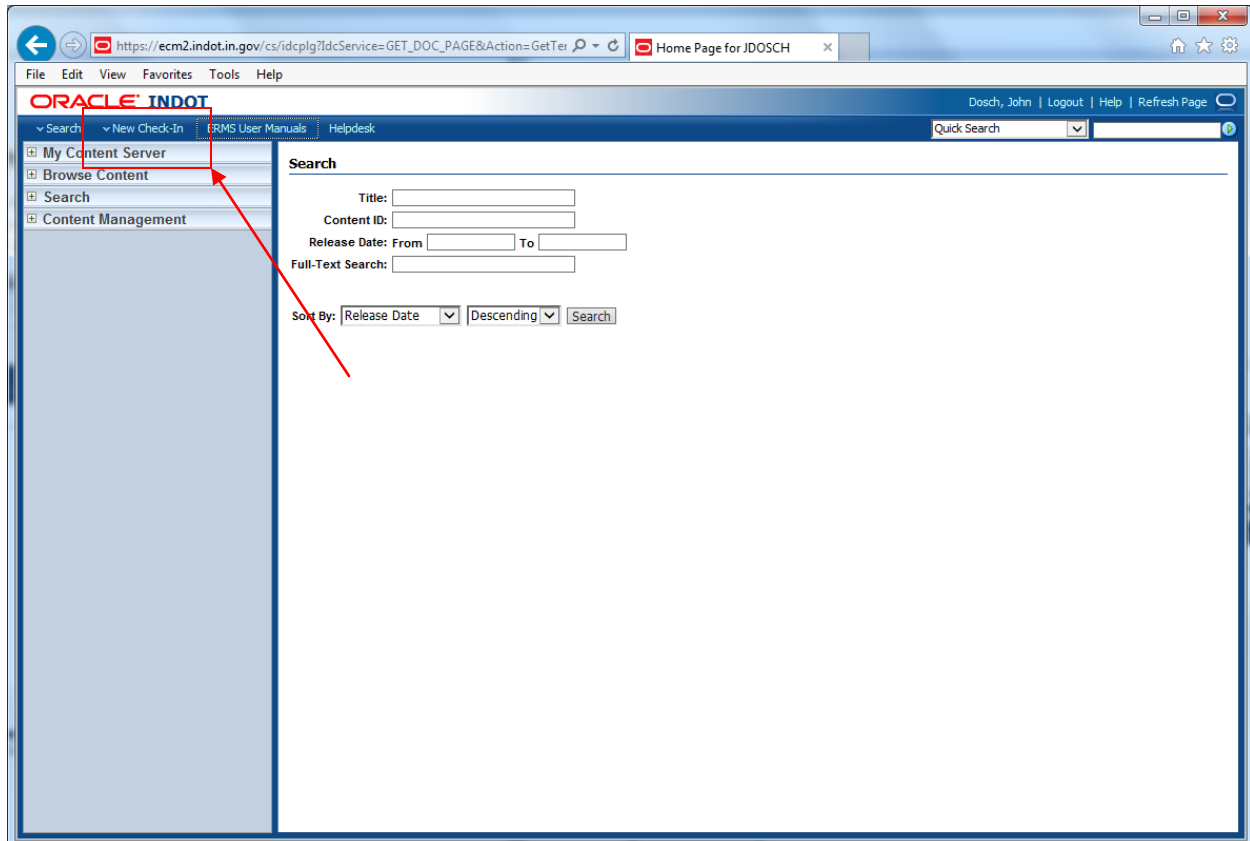
In order to get into UCM go to ITAP at <http://itap.indot.in.gov> . Please use the links that are appropriate for your Application in ITAP. This will get you to the link to get into UCM. Upon entering UCM you will see the default page of UCM presented below.



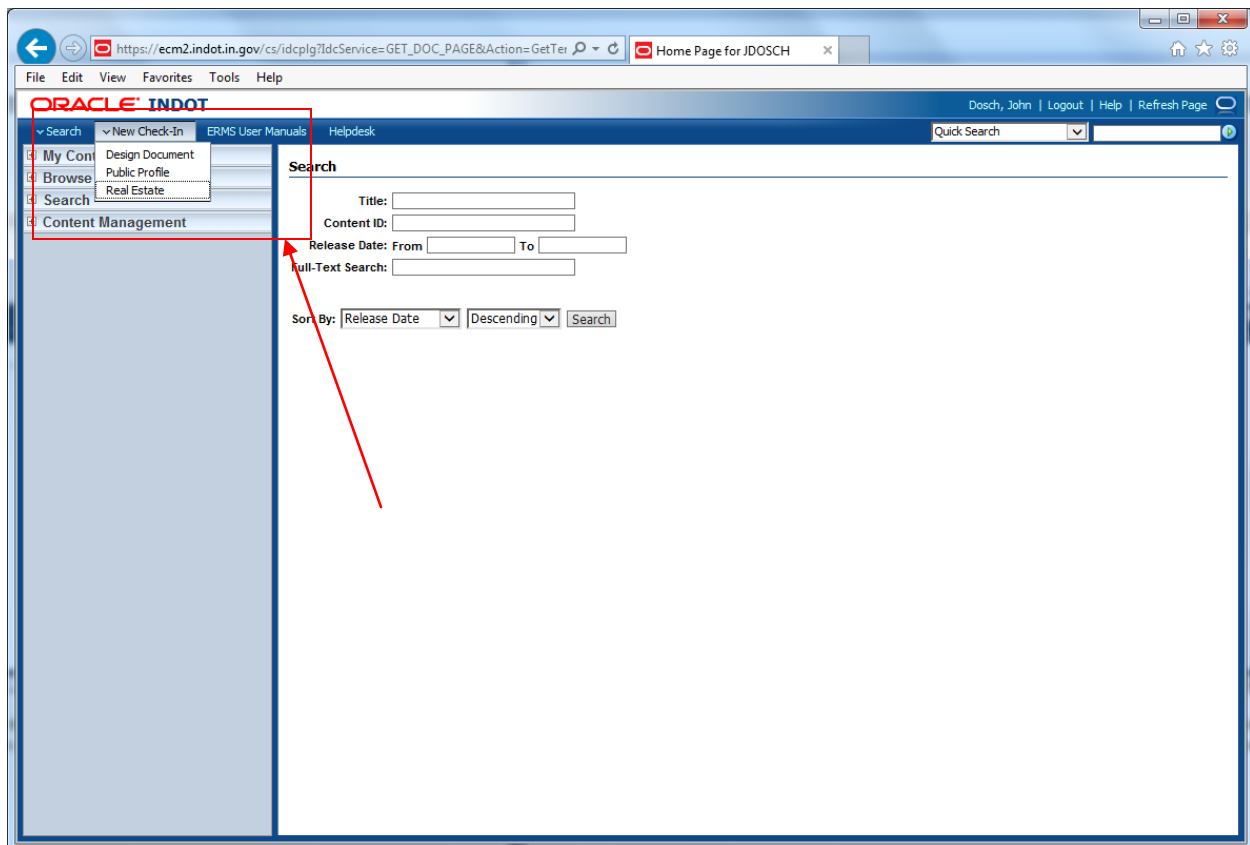
The screenshot displays the Oracle Indot UCM interface within a web browser. The browser's address bar shows the URL: [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The browser window has a single tab titled "Home Page for JDOSCH". The Oracle Indot logo is visible in the top left corner of the application. The top navigation bar includes links for "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". On the right side of the navigation bar, the user "Dosch, John" is logged in, with links for "Logout", "Help", and "Refresh Page". A "Quick Search" dropdown menu is also present. The left sidebar contains a tree view with the following items: "My Content Server", "Browse Content", "Search", and "Content Management". The main content area is titled "Search" and contains the following search criteria fields: "Title:", "Content ID:", "Release Date: From" and "To" (with date pickers), and "Full-Text Search:". Below these fields, there are dropdown menus for "Sort By:" (set to "Release Date") and "Descending", followed by a "Search" button.

## Checking in a Document

To check a document into UCM, use the prebuilt check in pages. To access these prebuilt check in pages use the “New Check In” option in the upper left of the UCM default page.



Clicking on this option will provide a dropdown with all of the prebuilt check in pages the logged in user currently has access to.



Choose the prebuilt check in page for the document to be entered. After selecting the appropriate prebuilt check in page the user will arrive at the information entry page

Oracle INDOT

Content Check-In Form for Real Estate

\* Primary File  Browse...

Alternate File  Browse...

Content ID

\* Title

\* Packet Type  No Selection

\* Account  INDOT/CONTRIB

\* Status RE CREATE

\* Document Type  No Selection

Primary DES

\* LA Code

\* Parcel Number

\* District  No Selection

County  No Selection

Route Number  No Selection

Contract Number

\* Author JDOSCH

ReviewDueDate

\* Security Group  real\_estate

DES Number

Project Number

Comment

On this page the required fields are in red with an asterisk to the left of the label for the field. Once all of the required information is filled out, click on the “Check In” button at the bottom of the page.

The screenshot displays the Oracle iNDOT web application interface. The browser address bar shows the URL: [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The page title is "Home Page for JDOSCH". The user is logged in as "Dosch, John" and can perform actions like "Logout", "Help", and "Refresh Page".

The left sidebar contains a navigation menu with the following items:

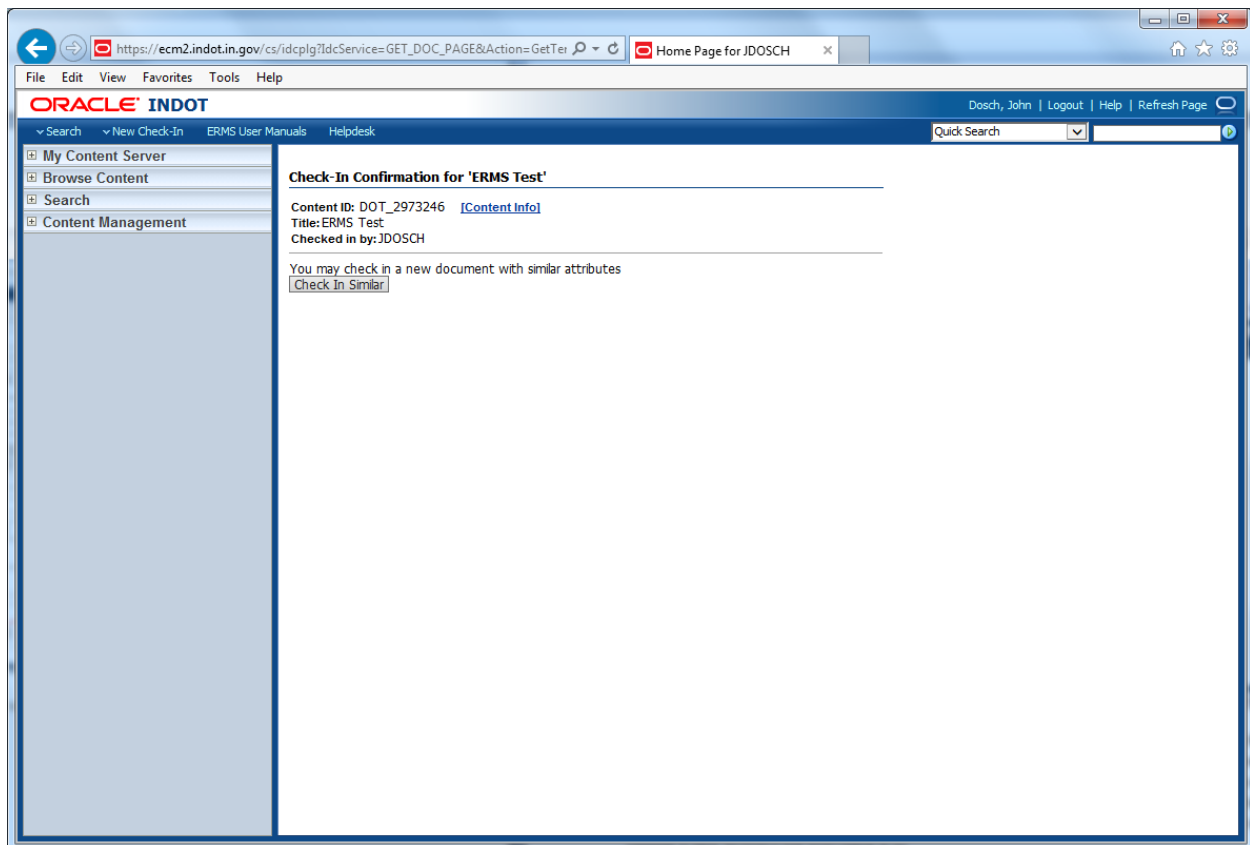
- My Content Server
- Browse Content
- Search
- Content Management

The main content area is a form for checking in a document. The form includes the following fields and controls:

- Primary File**: Browse...
- Alternate File**: Browse...
- Content ID**: Text input field.
- Title**: Text input field.
- Packet Type**: No Selection (dropdown menu).
- Account**: INDOT/CONTRIB (dropdown menu).
- Status**: RE CREATE (dropdown menu).
- Document Type**: No Selection (dropdown menu).
- Primary DES**: Text input field.
- LA Code**: Text input field.
- Parcel Number**: Text input field.
- District**: No Selection (dropdown menu).
- County**: No Selection (dropdown menu).
- Route Number**: Text input field.
- Contract Number**: Text input field.
- Author**: JDOSCH (text input field).
- ReviewDueDate**: Text input field with a calendar icon.
- Security Group**: real\_estate (dropdown menu).
- DES Number**: Text input field with up/down arrows.
- Project Number**: Text input field with up/down arrows.
- Comment**: Text input field.
- Type**: Real Estate (dropdown menu).
- Revision**: 1 (text input field).
- Profile**: real\_estate (dropdown menu).

At the bottom of the form, there are three buttons: **Check In**, **Reset**, and **Quick Help**. A red box highlights the "Check In" button, and a red arrow points to it from the "Revision" field.

After the document is checked in, the user will be presented with a check in confirmation page.

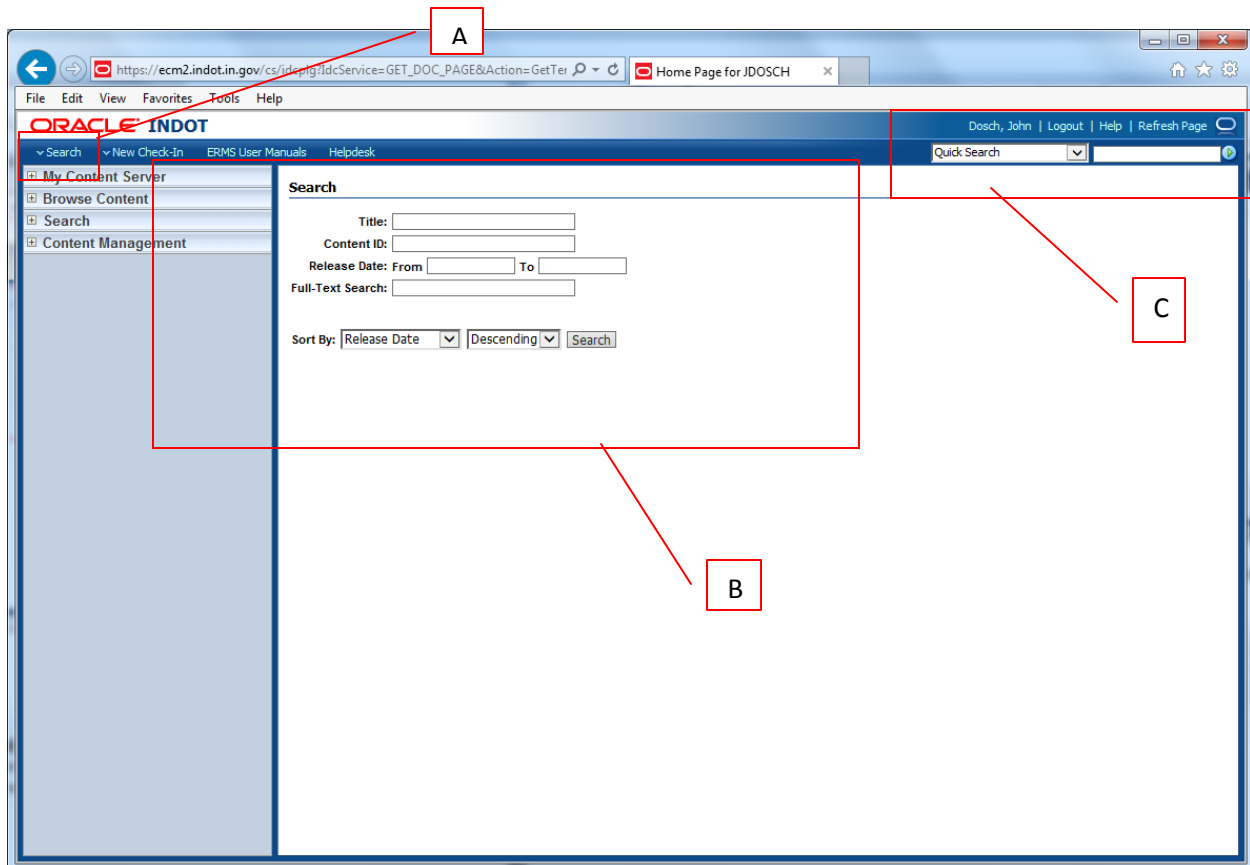


The confirmation page gives basic information about the file such as Content ID, Title, and the ID of the user that checked it in. From the confirmation page the user has two choices. The first choice, “Content Info”, takes the user to the content information page for the file. The second choice, “Check In Similar”, takes the user back to the information entry page with the same values used for the previously entered document. All the user has to do from there is choose a new primary file and check it in.



## Searching for a Document

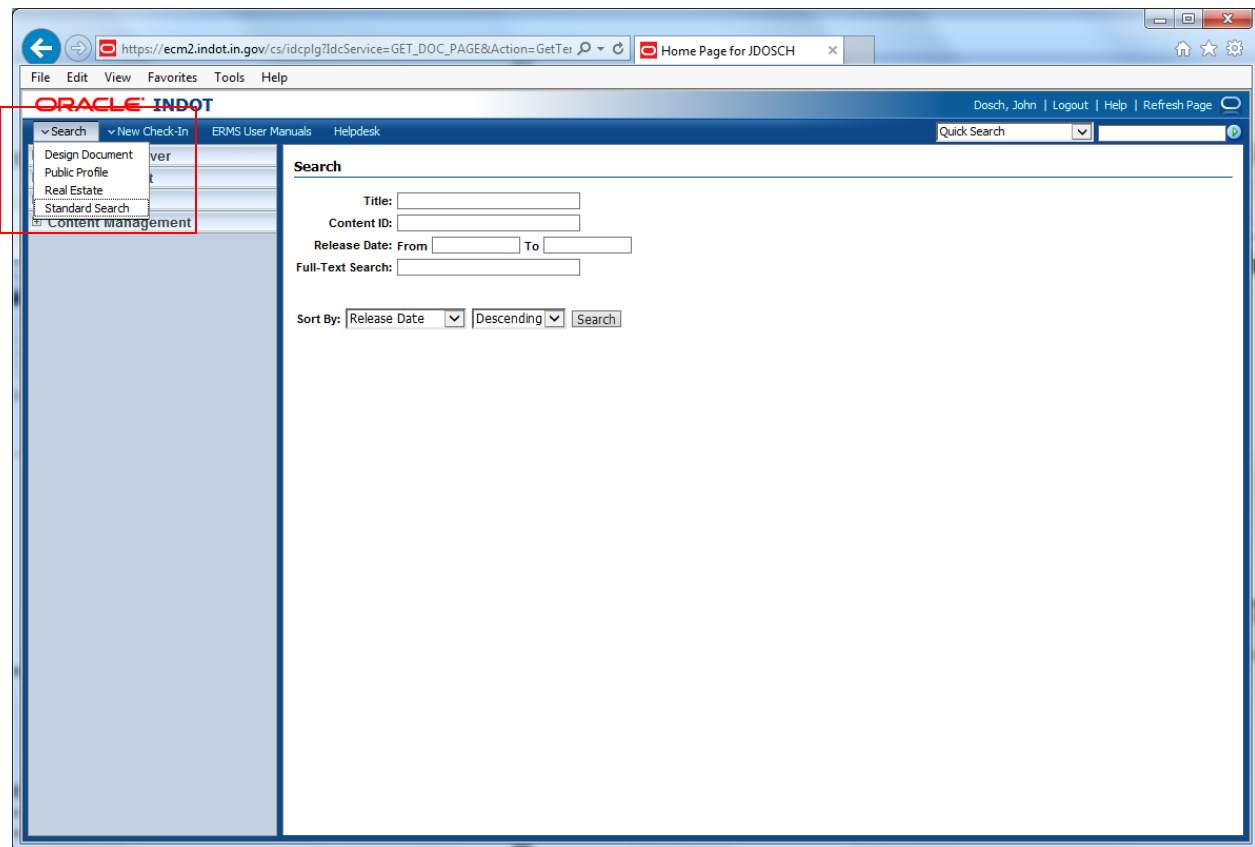
From the default page of UCM, there are three options for searching documents.



- A) Prebuilt Searches
- B) Default Page Search
- C) Quick Searches

### **Prebuilt Searches (Preferred Method)**

Prebuilt searches are the preferred method to use to search for documents. Clicking on the "Search" icon brings up a drop down of prebuilt searches that the currently logged in user has access to.



From the list of available choices, choose the type of document that is being looked for. This will take you to the prebuilt search page for that type of document.

The screenshot shows the Oracle iMDS search interface. The left sidebar contains navigation links: 'My Content Server', 'Browse Content', 'Search', and 'Content Management'. The main content area is titled 'Search for Real Estate' and includes a 'Full-Text Search' section with a text input field and a 'Metadata Search' section with various dropdown menus and date pickers. The top navigation bar includes 'Search', 'New Check-In', 'ERMS User Manuals', and 'Helpdesk'.

There are two major sections to the prebuilt search page. The first section, “Full-Text Search”, is for searching the text of documents. When a document is checked into UCM, it will index the text of the document if it can. The indexed information is catalogued and through this first section can be searched on. The next section, “Metadata Search”, lists the information that pertains to the type of document that is being searched for. For date information the user is given the option to search over a range of dates with from and to date choices. For other metadata the user inputs or selects the information on the right side and sets the search operation by choosing one of the six options in the dropdown.

#### A.) Matches

Find documents where the filled out metadata matches the entered value exactly.

#### B.) Starts

Find documents where the filled out metadata starts with the value entered.

#### C.) Ends

Find documents where the filled out metadata ends with the value entered.

#### D.) Substring

Find documents where the filled out metadata contains the value entered.

#### E.) Not Matches

Find documents where the filled out metadata does not match the entered value.

Once the user has information entered to search by click on the “Search” button at either the top or the bottom of the page. This will take you to the search results page.

The screenshot shows a web browser window displaying the Oracle iNDOT search results page. The URL in the address bar is [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The page header includes the Oracle iNDOT logo and navigation links like "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". A "Quick Search" input field is visible. The left sidebar contains a navigation menu with options: "My Content Server", "Browse Content", "Search", and "Content Management". The main content area is titled "Search Results" and shows "Items 1-200 of 29712". Below this, a table lists search results with columns: ID, Actions, Title, Packet Type, and Account. The table contains 20 rows of document information, including titles like "ERMS Test", "5845 Maps and Surveys.pdf", and "5833 Maps and Surveys.pdf".

ID	Actions	Title	Packet Type	Account
DOT_2973246		ERMS Test	Engineering	RE/ENG/RVW/INDOT
DOT_2973142		5845 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2973141		5833 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2973114		5835 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972702		5595 Maps and Surveys .pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972701		5591 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972568		5528 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972569		5576 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972567		5526 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972402		5082 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972389		5286 Maps & Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972102		5936 PARCEL 159 ENG REV 06-04-2015.i	Engineering	RE/ENG/RVW/CSLT_YSENGINE
DOT_2972101		5936 TRANSMITTAL.pdf	Engineering	RE/ENG/RVW/CSLT_YSENGINE
UCM105_DOT_2127982		Code 6050PAR58ENG	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2971347		6050TRANSMITTAL LETTER 6-4-15.pdf	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2971346		6050PAR58ENG_rev.pdf	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2970220		CODE 5798 PARCEL 501 PRELIM RW PLA	Engineering	RE/ENG/RVW/CSLT_AMER




































On the search result page you will see a row for each document found. When using the prebuilt searches the search result page will list out the metadata associated with the type of document that was searched for. The link on the left side of the row links to the web viewable version of the file that is created when the file is checked in. In order to get to the content information page for the file click on the icon representing the letter i in a circle.

***Special Note:*** The view used in this screen capture is the ERMS view. For more information on this view choice please see Appendix A.

Oracle INDOT Home Page for JDOSCH

Search Results Items 1-200 of 29712

Search Form --> Search Results

ID	Actions	Title	Packet Type	Account
DOT_2973246	 	ERMS Test	Engineering	RE/ENG/RVW/INDOT
DOT_2973142	 	5845 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2973141	 	5833 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2973114	 	5835 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972702	 	5595 Maps and Surveys .pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972701	 	5591 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972568	  	5528 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972569	 	5576 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972567	 	5526 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972402	 	5082 Maps and Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972389	 	5286 Maps & Surveys.pdf	Engineering	RE/ENG/RVW/INDOT
DOT_2972102	 	5936 PARCEL 159 ENG REV 06-04-2015.i	Engineering	RE/ENG/RVW/CSLT_VSENGINE
DOT_2972101	 	5936 TRANSMITTAL.pdf	Engineering	RE/ENG/RVW/CSLT_VSENGINE
UCM10G_DOT_2127982	 	Code 6050PAR58ENG	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2971347	 	6050TRANSMITTAL LETTER 6-4-15.pdf	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2971346	 	6050PAR58ENG_rev.pdf	Engineering	RE/ENG/RELEASED/CSLT_HNTB
DOT_2970220	 	CODE 5798 PARCEL 501 PRELIM RW PLA	Engineering	RE/ENG/RVW/CSLT_AMER

## Default Page Search

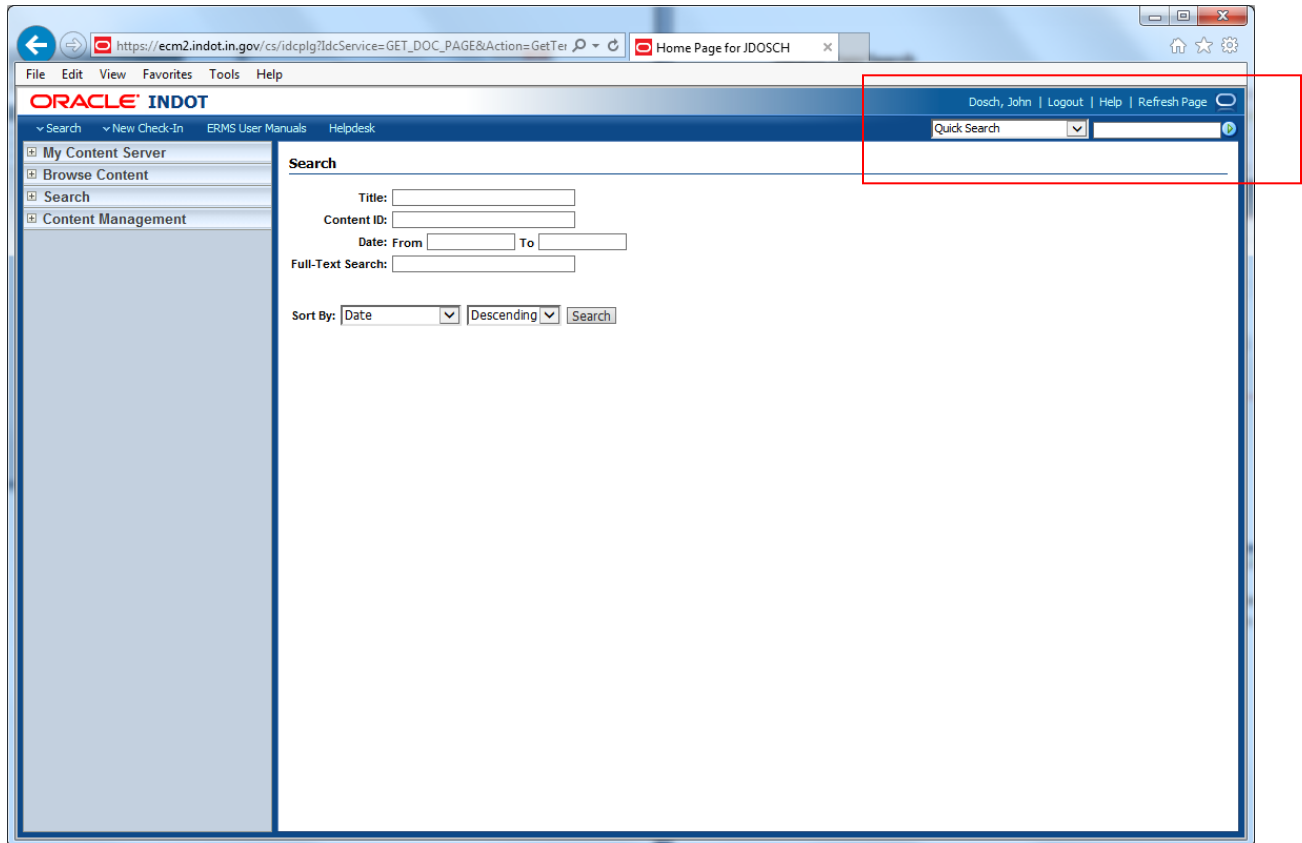
The screenshot shows a web browser window with the URL [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The page title is "Home Page for JDOSCH". The Oracle iNDOT logo is visible in the top left. The navigation menu includes "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". The "Search" menu item is selected, and the "Search" sub-menu is expanded, showing "My Content Server", "Browse Content", "Search", and "Content Management". The "Search" sub-menu is highlighted with a red box. The search form contains the following fields and controls:

- Title:
- Content ID:
- Date: From  To
- Full-Text Search:
- Sort By:

The default page search is simple set of choices and is most useful when the user knows the exact Content ID or the exact Title to look for. Fill out the information and click on the “Search” button. This will take the user to the search results page.

## Quick Searches

Another search option that is available is the “Quick Search” option. It is located in the upper right of the default page.



The quick search option brings back all of the documents that the user has access to see. By itself the results can be great in number. But, by making a selection from the dropdown, the user can specify a metadata field to search on. This will reduce the number of results brought back and make them more manageable for the user. As before clicking on the icon of the i in the circle in the results page will take the user to the content information page for the document.

## Content Information Page

The screenshot shows a web browser window with the URL [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The page is titled "Content Information" and displays various metadata fields for a document. The left sidebar contains navigation links: "My Content Server", "Browse Content", "Search", and "Content Management". The top navigation bar includes "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". The user is logged in as "Dosch, John".

**Content Information**

Full Information | Content Actions | E-mail

**Content ID:** DOT\_2973246  
**Title:** ERMS Test  
**Packet Type:** Engineering  
**Account:** RE/ENG/RVW/INDOT  
**Status:** RE REVIEW ENGINEERING  
**Date Entered:** 6/8/15 3:00 PM  
**Document Type:** Appraisal Review  
**Primary DES:**  
**LA Code:** 1234  
**Parcel Number:** 1234  
**District:** Crawfordsville  
**County:**  
**Route Number:**  
**Contract Number:**  
**Author:** JDOSCH  
**ReviewDueDate:**  
**Security Group:** real\_estate  
**DES Number:**  
**Project Number:**  
**Comment:**  
**Type:** Real Estate  
**Revision:** 1  
**Profile:** real\_estate  
**Checked Out By:**  
**Status:** Released  
**Formats:** image/jpeg

**Links**

**Web Location:** [http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_FILE&Id=3208473&dDocName=dot\\_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot\\_2973246.jpg](http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&Id=3208473&dDocName=dot_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_2973246.jpg)  
**Native File:** [10420384\\_606615202771320\\_3229148877858333356\\_n-500x334 - Copy.jpg](#)

Revision	Date	Expiration Date	Status	Actions
[ 1 ]	6/8/15 3:00 PM	None	Released	<a href="#">Delete</a>

The content information page lists the metadata that the document is indexed with. Scrolling further down the page the user will see more information about the file.



The screenshot shows the Oracle iNDOT web application interface. The left sidebar contains navigation links: My Content Server, Browse Content, Search, and Content Management. The main content area displays document metadata for a document titled "Appraisal Review". The metadata includes fields such as Date Entered, Document Type, Primary DES, LA Code, Parcel Number, District, County, Route Number, Contract Number, Author, ReviewDueDate, Security Group, DES Number, Project Number, Comment, Type, Revision, Profile, Checked Out By, Status, and Formats. Below the metadata is the "Links" section, which contains two links: "Web Location" and "Native File". Below the links is a table with columns: Revision, Date, Expiration Date, Status, and Actions. The table contains one row with the value [1] in the Revision column, 6/8/15 3:00 PM in the Date column, None in the Expiration Date column, Released in the Status column, and a Delete link in the Actions column. Below the table is the "Folder Path" section, which states "There is no folder path to this document." and provides a link to "Show all Shortcuts to this document.".

**Metadata:**

- Date Entered: 6/8/15 3:00 PM
- Document Type: Appraisal Review
- Primary DES: 1234
- LA Code: 1234
- Parcel Number: 1234
- District: Crawfordville
- County:
- Route Number:
- Contract Number:
- Author: JDOSCH
- ReviewDueDate:
- Security Group: real\_estate
- DES Number:
- Project Number:
- Comment:
- Type: Real Estate
- Revision: 1
- Profile: real\_estate
- Checked Out By:
- Status: Released
- Formats: image/jpeg

**Links:**

- Web Location:** [http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_FILE&ID=32084738&DocName=dot\\_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot\\_2973246.jpg](http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&ID=32084738&DocName=dot_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_2973246.jpg)
- Native File:** [http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_FILE&ID=32084738&DocName=dot\\_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot\\_2973246.jpg](http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&ID=32084738&DocName=dot_2973246&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_2973246.jpg)

Revision	Date	Expiration Date	Status	Actions
[ 1 ]	6/8/15 3:00 PM	None	Released	<a href="#">Delete</a>

**Folder Path:**

There is no folder path to this document.

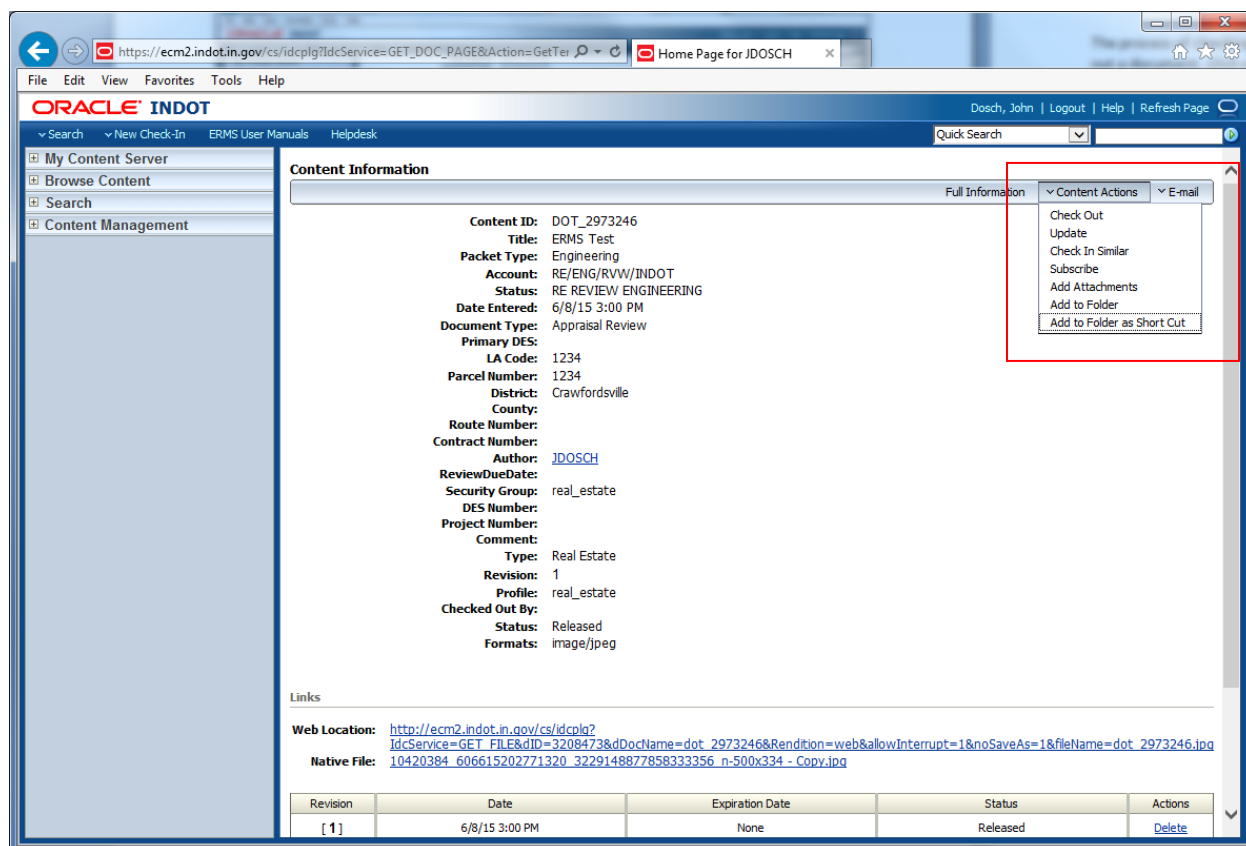
[Show all Shortcuts to this document.](#)

Below the metadata information for the document we have the “Links” section. Here the user will find:

- A.) Web Location – The web viewable version of the uploaded file.
- B.) Native File – The actual file that was uploaded. Clicking on this link gives a open/save dialog.
- C.) Listing of Revisions – The list of revisions for this file. When there are multiple revisions the user can use the links in the “Revision” column to switch between revisions of the document.

## Checking out a Document

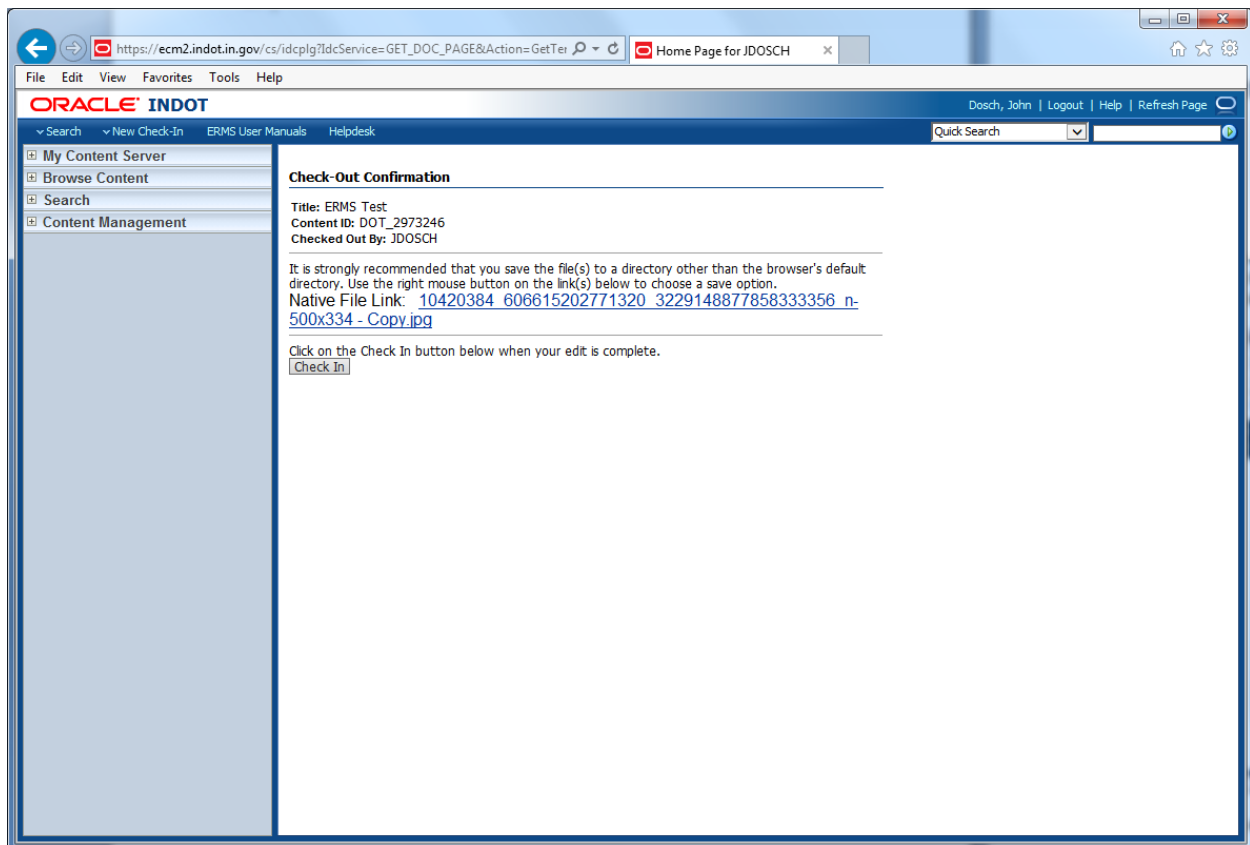
The process of checking out a document is handled on the content information page. To check out a document, click on the “Content Actions” option in the upper menu bar for the page.



From this menu we have multiple options.

- A.) Check Out – Check out the document.
- B.) Update – Update the metadata for the document
- C.) Check In Similar – Works the same as the “Check In Similar” option on the check in confirmation screen.

To check out the document, choose the “Check Out” option.



After checking the document out the user will arrive at a checkout confirmation screen. This screen shows minimal information about the document. Also it provides a link to download the native file of the document. Clicking on this link will open an open/save dialog. From this page you can check the document back in by pressing the “Check In” button. For this manual, the process of check in will be shown through the content information page.

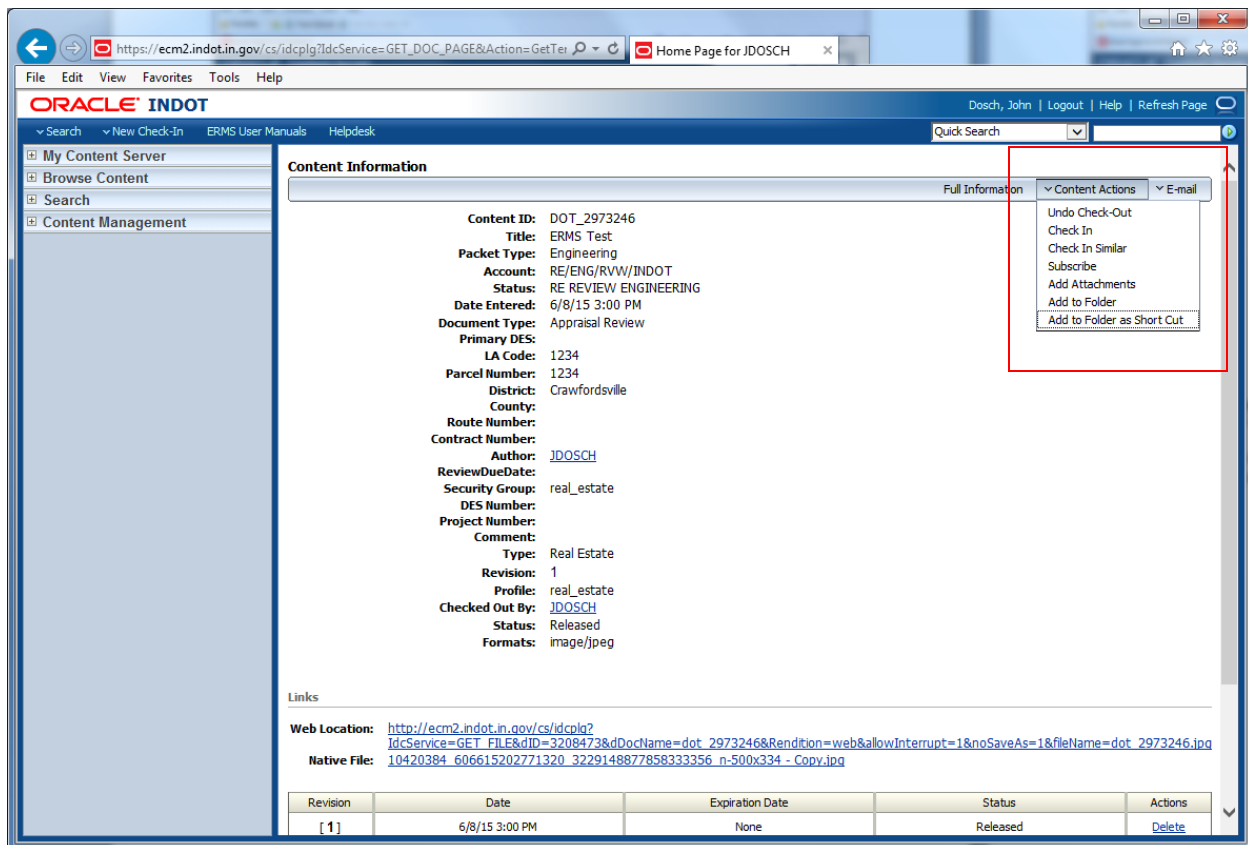
## Checking in a Checked Out Document

When coming to the content information page for a document that is checked out you will notice a metadata field for “Checked Out By.” This field shows the login ID of the person who has the document checked out.

The screenshot shows the Oracle iMDOT web application interface. The left sidebar contains navigation links: My Content Server, Browse Content, Search, and Content Management. The main content area is titled "Content Information" and displays various metadata fields for a document. A red box highlights the "Checked Out By" field, which shows the user ID "JDOSCH". Below the metadata, there are links for "Web Location" and "Native File". At the bottom, a table lists the document's revisions.

Revision	Date	Expiration Date	Status	Actions
[ 1 ]	6/8/15 3:00 PM	None	Released	<a href="#">Delete</a>

From this page, to initiate the check in sequence, once again go to the “Content Actions” menu.



The options in the menu are different from before because the document is checked out. The options we have are:

- A.) Undo Check Out – Undoes the checkout of the document without creating a new revision.
- B.) Check In – Initiates the check in process and creates a new revision.
- C.) Check In Similar – Works like the check in similar option on the check in confirmation screen.

After clicking on the "Check In" option the user sees the next screen.

**Content Check-In Form**

Content ID DOT\_2973246

\* Title ERMS Test

Packet Type Engineering Engineering

Account RE/ENG/RVW/INDOT No Selection

Status RE REVIEW ENGINEERING

\* Date Entered 6/8/15 3:20 PM

Document Type Appraisal Review

Primary DES

LA Code 1234

Parcel Number 1234

District Crawfordsville

County No Selection

Route Number No Selection

Contract Number

\* Author JDOSCH JDOSCH

ReviewDueDate

\* Security Group real\_estate

DES Number

Project Number

Comment

\* Type Real Estate

\* Revision 2

On this page the user can update metadata if needed. Also the user can select a new file completely or an updated version of the file to put in as the new revision in the “Primary File” field.

Oracle iNDOT

Account: RE/ENG/RVW/INDOT

Status: RE REVIEW ENGINEERING

\* Date Entered: 6/8/15 3:20 PM

Document Type: Appraisal Review

Primary DES:

LA Code: 1234

Parcel Number: 1234

District: Crawfordsville

County: No Selection

Route Number:

Contract Number:

\* Author: JDOSCH

ReviewDueDate:

\* Security Group: real\_estate

DES Number:

Project Number:

Comment:

\* Type: Real Estate

\* Revision: 2

Profile: real\_estate

\* Name: 10420384\_606615202771320\_3229148877858333356\_n-500x334 - Copy.jpg

\* Primary File: Browse...

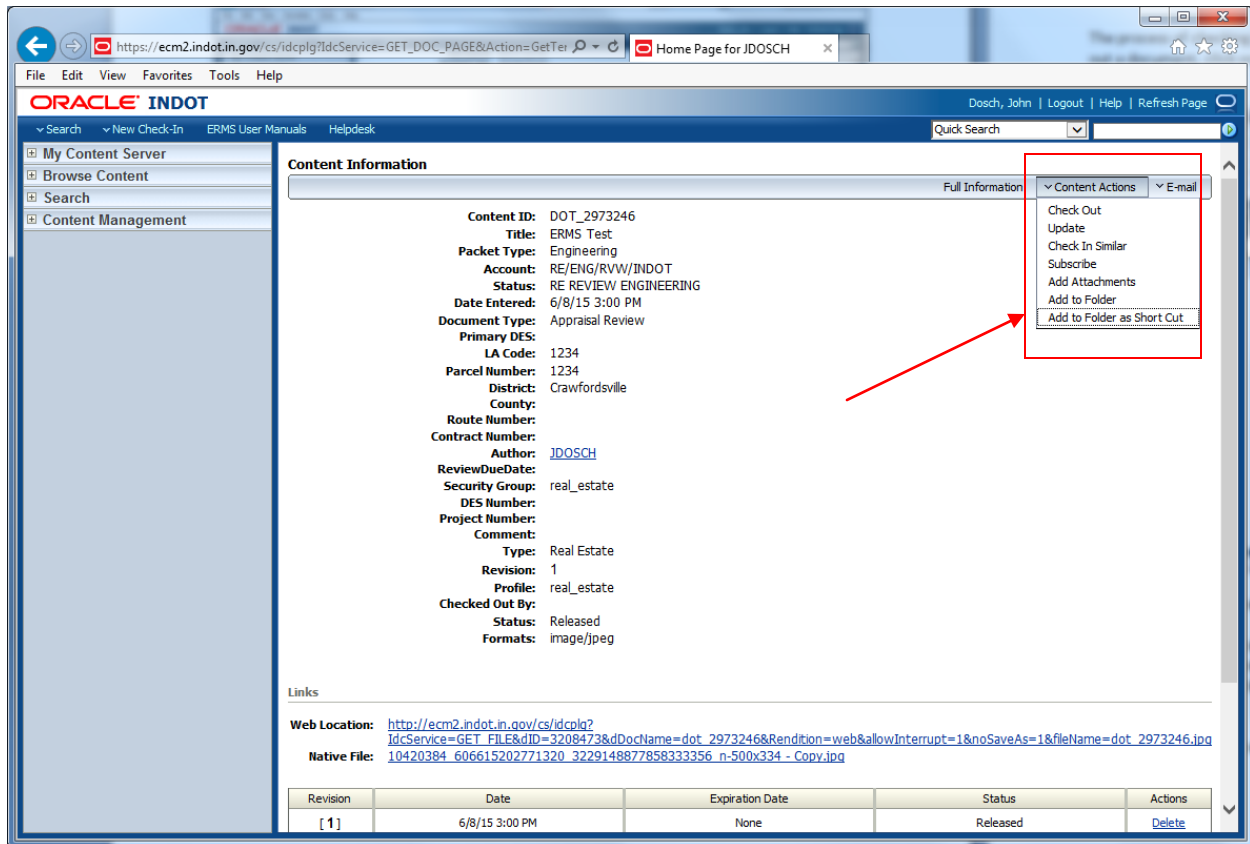
Alternate File: Browse...

Check In | Reset | Quick Help

After a file is entered, click on the “Check In” button to complete the process. If the document was in workflow the user is directed back to the listing page for the documents in the workflow the document was in. (For example, if the document is in the real estate workflow, then the user will be directed back to the listing page for documents in the real estate workflow.) Otherwise the user is presented with the same check in confirmation screen that was seen after a new check in.

## Updating a Document

In order to update the metadata of a document, once again go to the “Content Actions” menu.



The screenshot shows the Oracle iNDOT web application interface. The left sidebar contains navigation links: My Content Server, Browse Content, Search, and Content Management. The main area displays 'Content Information' for a document with the following details:

- Content ID: DOT\_2973246
- Title: ERMS Test
- Packet Type: Engineering
- Account: RE/ENG/RVW/INDOT
- Status: RE REVIEW ENGINEERING
- Date Entered: 6/8/15 3:00 PM
- Document Type: Appraisal Review
- Primary DES: 1234
- LA Code: 1234
- Parcel Number: 1234
- District: Crawfordsville
- County: 1234
- Route Number: 1234
- Contract Number: 1234
- Author: JDOSCH
- ReviewDueDate: real\_estate
- Security Group: real\_estate
- DES Number: real\_estate
- Project Number: real\_estate
- Comment: Real Estate
- Type: 1
- Revision: real\_estate
- Profile: real\_estate
- Checked Out By: Released
- Status: Released
- Formats: image/jpeg

Below the content information, there are links for 'Web Location' and 'Native File'. At the bottom, a table shows the document's revision history:

Revision	Date	Expiration Date	Status	Actions
[ 1 ]	6/8/15 3:00 PM	None	Released	<a href="#">Delete</a>

A red box highlights the 'Content Actions' menu, and a red arrow points to the 'Update' option.

Select the “Update” option to be directed to the update screen.



**Info Update Form for 'ERMS Test'**

Content ID DOT\_2973246

\* Title

Packet Type

Account

Status RE REVIEW ENGINEERING

Date Entered 6/8/15 3:00 PM

Document Type

Primary DES

LA Code

Parcel Number

District

County

Route Number

Contract Number

\* Author

ReviewDueDate

\* Security Group

DES Number

Project Number

Comment

\* Type Real Estate

\* Revision 1

Profile real\_estate

On this screen you can update the metadata as needed. Once finished updating metadata, click on the “Submit Update” button. This will direct the user back to the content information page for the document with the updated metadata.

## Deleting a Document

In order to delete a document, for those users that have the access, the revision listing lists all the revisions for the document.

The screenshot shows the Oracle iNDOT web application interface. The left sidebar contains navigation links: My Content Server, Browse Content, Search, and Content Management. The main content area displays document metadata for an 'Appraisal Review' document. Below the metadata is a 'Links' section with a 'Web Location' and a 'Native File' link. A table titled 'Revision' lists the document's revisions. Below the table is a 'Folder Path' section with a message indicating no folder path exists and a link to show shortcuts.

**Document Metadata:**

- Date Entered: 6/8/15 3:00 PM
- Document Type: Appraisal Review
- Primary DES:
- LA Code: 1234
- Parcel Number: 1234
- District: Crawfordsville
- County:
- Route Number:
- Contract Number:
- Author: JDOSCH
- ReviewDueDate:
- Security Group: real\_estate
- DES Number:
- Project Number:
- Comment:
- Type: Real Estate
- Revision: 1
- Profile: real\_estate
- Checked Out By:
- Status: Released
- Formats: image/jpeg

**Links:**

Web Location: [http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_FILE&Id=322914887785833356&DocName=.dot\\_2973246&Revision=web&allowInterrupt=1&noSaveAs=1&filetime=.dot\\_2973246.jpg](http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&Id=322914887785833356&DocName=.dot_2973246&Revision=web&allowInterrupt=1&noSaveAs=1&filetime=.dot_2973246.jpg)

Native File: [10420384\\_606615202771320\\_322914887785833356\\_n-500x334 - Copy.jpg](http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&Id=322914887785833356&DocName=.dot_2973246&Revision=web&allowInterrupt=1&noSaveAs=1&filetime=.dot_2973246.jpg)

Revision	Date	Expiration Date	Status	Actions
[ 1 ]	6/8/15 3:00 PM	None	Released	<a href="#">Delete</a>

**Folder Path**

There is no folder path to this document.

[Show all Shortcuts to this document.](#)

To delete the document delete all of its revisions.

## Appendix A: ERMS View

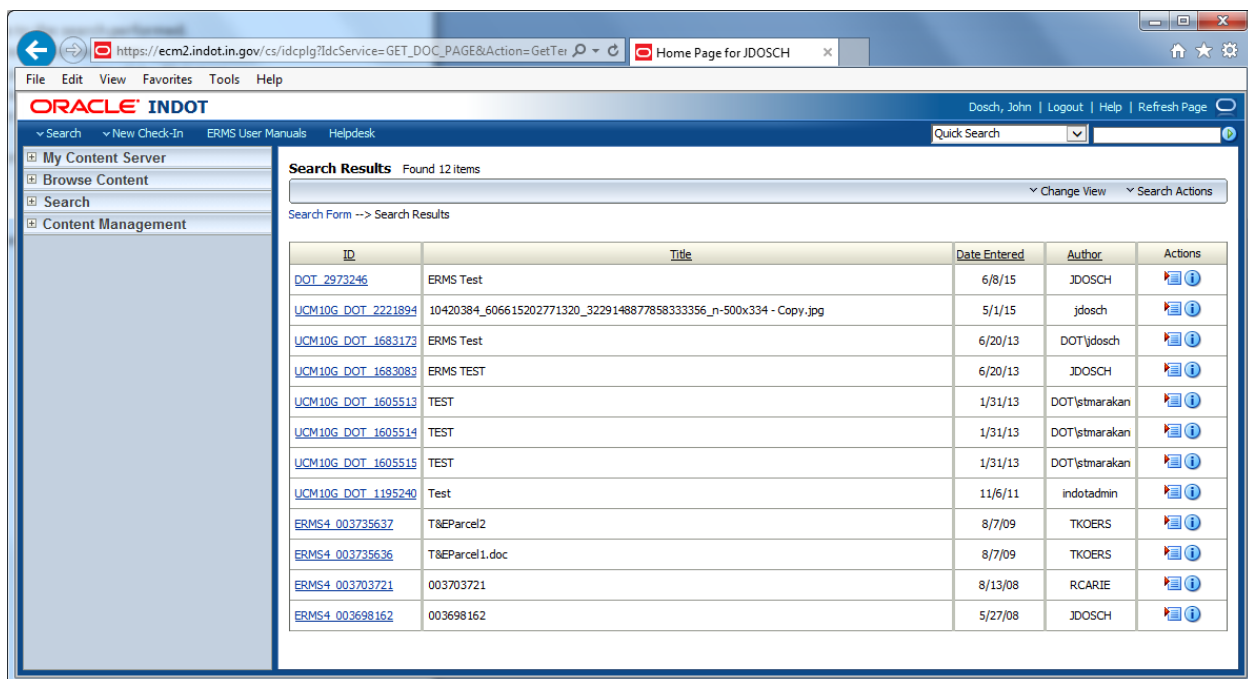
The 'ERMS View' is an optional view that was added by the ERMS team to UCM.

The benefits of this view are as follows:

- The columns presented will directly relate to the search performed.
- The "Actions" column will be moved to the left for easier use.
- The "ID" column will include an image to provide an idea of the file's type.
- The "ID" column will also show a green checkmark for checked out items. Hovering over the green checkmark will show a message that shows the name of the user who has the item checked out.
- All other columns will allow the user to sort them by clicking on the column's heading.

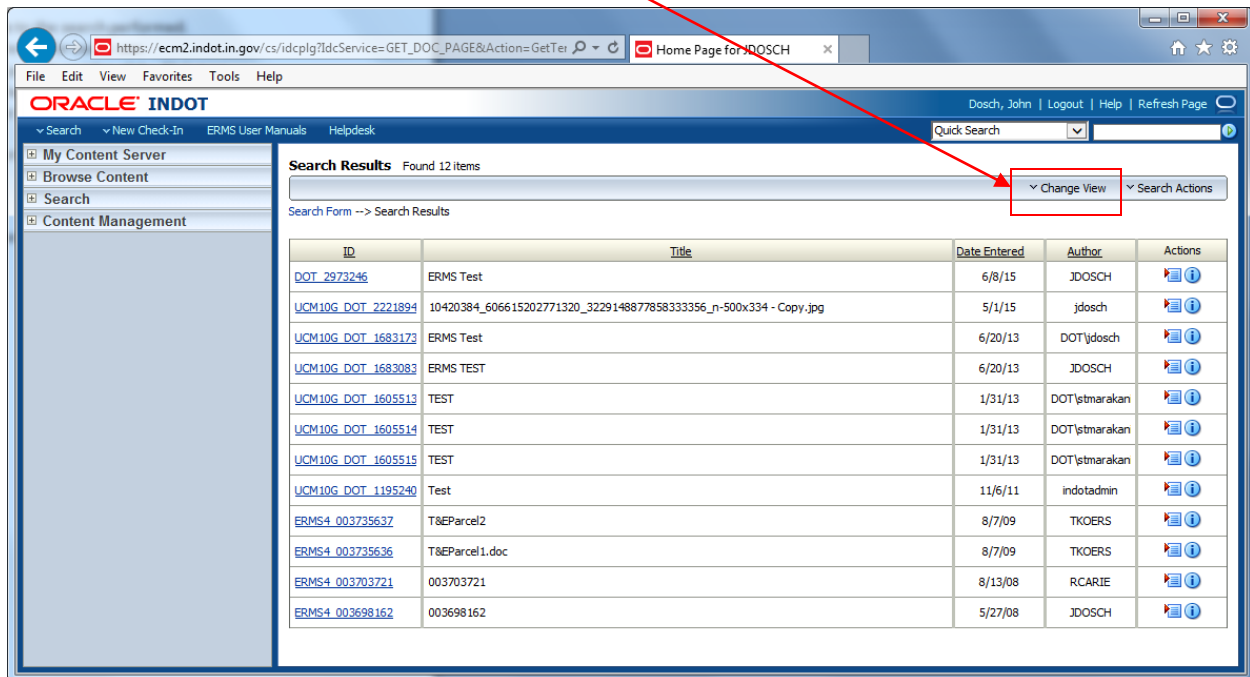
### Switching View to the New 'ERMS View':

Normally, after doing a search, users will be presented with the default view shown below.

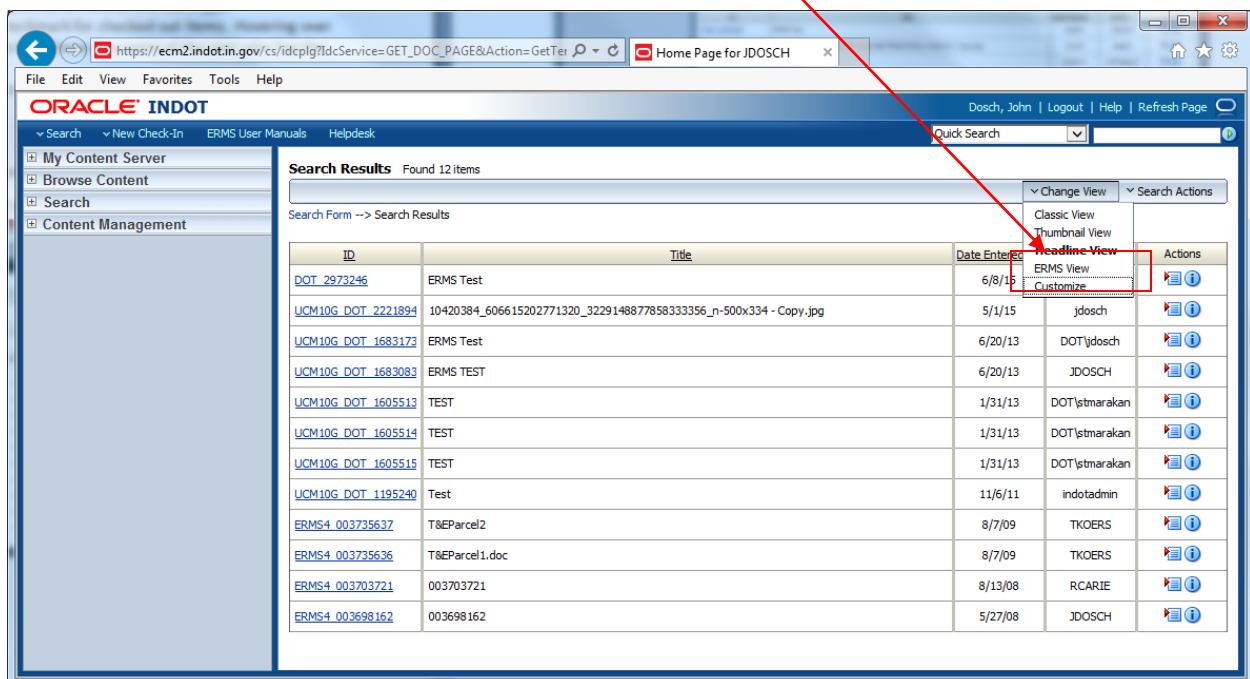


ID	Title	Date Entered	Author	Actions
<a href="#">DOT_2973246</a>	ERMS Test	6/8/15	JDOSCH	
<a href="#">UCM10G_DOT_2221894</a>	10420384_606615202771320_3229148877858333356_n-500x334 - Copy.jpg	5/1/15	jdosch	
<a href="#">UCM10G_DOT_1683173</a>	ERMS Test	6/20/13	DOT\jdosch	
<a href="#">UCM10G_DOT_1683083</a>	ERMS TEST	6/20/13	JDOSCH	
<a href="#">UCM10G_DOT_1605513</a>	TEST	1/31/13	DOT\stmarakan	
<a href="#">UCM10G_DOT_1605514</a>	TEST	1/31/13	DOT\stmarakan	
<a href="#">UCM10G_DOT_1605515</a>	TEST	1/31/13	DOT\stmarakan	
<a href="#">UCM10G_DOT_1195240</a>	Test	11/6/11	indotadmin	
<a href="#">ERMS4_003735637</a>	T&EParcel2	8/7/09	TKOERS	
<a href="#">ERMS4_003735636</a>	T&EParcel1.doc	8/7/09	TKOERS	
<a href="#">ERMS4_003703721</a>	003703721	8/13/08	RCARIE	
<a href="#">ERMS4_003698162</a>	003698162	5/27/08	JDOSCH	

In order to change to the new “ERMS View” click on the “Change View” option.



This will open a dropdown list of possible views to choose from. Select the one titled “ERMS View.”



This will update the search results view to the “ERMS View” option shown below.

The screenshot shows the Oracle iNDOT web application interface. The browser address bar displays the URL: [https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET\\_DOC\\_PAGE&Action=GetTer](https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_DOC_PAGE&Action=GetTer). The page header includes the Oracle iNDOT logo and navigation links: Search, New Check-In, ERMS User Manuals, and Helpdesk. A user profile for 'Dosch, John' is visible with links for Logout, Help, and Refresh Page. The left sidebar contains a navigation menu with options: My Content Server, Browse Content, Search, and Content Management. The main content area displays 'Search Results' for 12 items. Below the search results, there is a table with the following columns: ID, Actions, Title, Packet Type, and Account.

ID	Actions	Title	Packet Type	Account
DOT_2973246		ERMS Test	Engineering	RE/ENG/RVW/INDOT
UCM10G_DOT_2221894		10420384_606615202771320_3229148	Engineering	RE/ENG/RVW/INDOT
UCM10G_DOT_1683173		ERMS Test	Engineering	RE/ENG/RVW/INDOT
UCM10G_DOT_1683083		ERMS TEST	Engineering	RE/ENG/RVW/INDOT
UCM10G_DOT_1605513		TEST	Abstracting	RE/ABS/RVW/INDOT
UCM10G_DOT_1605514		TEST	Abstracting	RE/ABS/RVW/INDOT
UCM10G_DOT_1605515		TEST	Abstracting	RE/ABS/RVW/INDOT
UCM10G_DOT_1195240		Test	Abstracting	RE/EXCEPTION
ERMS4_003735637		T&EParcel2	Abstracting	RE/ABS/RELEASED
ERMS4_003735636		T&EParcel1.doc	Abstracting	RE/ABS/RELEASED
ERMS4_003703721		003703721	Engineering	RE/ENG/RVW/INDOT
ERMS4_003698162		003698162	Abstracting	RE/ABS/RELEASED

Once this selection has been made, this will become the default view for the logged in user. Therefore this selection process only needs to be completed once.